

High Sick Leave Consumption Codes & Regulations



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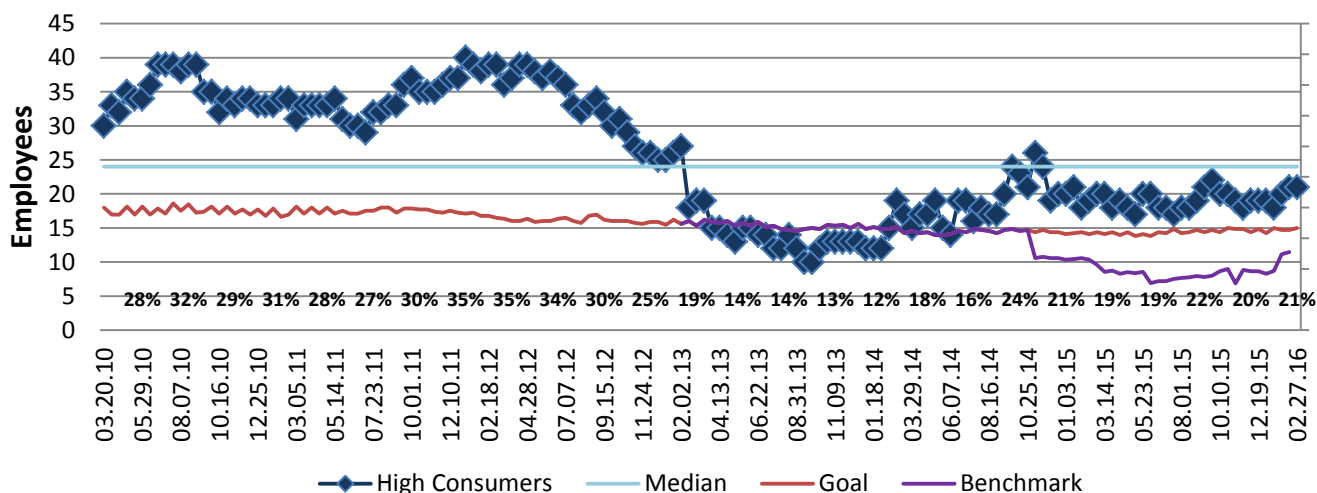
Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY13 Monthly Average: 39 employees Goal: Reduce the number of employees with high sick leave consumption to no more than 15% of the total number of Codes and Regulations employees Benchmark: 11.72% LMG Top Quartile 02/13/16	Data Source: Payable Time Peoplesoft Goal Source: Scope Summary Benchmark Source: Enterprise KPI Report	Plan-Do-Check-Act Step 8: Monitor and diagnose Measurement Method: # of employees who used 9 or more out of 12 sick days in a 12 month period; rate calculated by dividing by total employees Why Measure: Promote a culture in which sick time is used appropriately Next Improvement Step: Continue to council high sick leave consumers.

How Are We Doing?

03.16.14-02.27.16 Rolling 52wk Avg Goal	03.16.14-02.27.16 Rolling 52wk Avg		03.01.15-02.27.16 Goal	03.01.15-02.27.16 Actual	
14	19		15	21	
Employees	Employees		Employees	Employees	

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The seven basic quality tools, "5 Whys" technique, brainstorming and other methods will be applied to the measure graphed above. The purpose of using the tools/methods is to understand what makes performance less than desirable if performance is not best in class.